



STATE OF WASHINGTON  
Washington State Patrol

Request for Qualifications/Quotations No. C080747PSC  
Amendment 1

January 22, 2008

Project Title: Criminal Intelligence Analyst Services

RFQQ Proposals:

Due date: **No later than 4:00 p.m. PST on January 31, 2008**

Send to: Cindy Haider, RFQQ Coordinator  
Budget and Fiscal Services  
PO Box 42602  
Olympia WA 98504-2602  
210 – 11<sup>th</sup> Ave SW, Room 116  
Olympia WA 98504

The following is an amendment to RFQQ No C080747PSC. All other terms and conditions of the RFQQ that have not been revised by this amendment remain in full force and effect.

- a. Exhibit B, Checklist for Responsiveness, is revised and replaced by Exhibit B.1, Revised Checklist for Responsiveness, which is attached hereto and incorporated herein.
- b. Exhibit D, Quotation, is revised and replaced by Exhibit D.1, Revised Quotation, which is attached hereto and incorporated herein.

**CHECKLIST FOR RESPONSIVENESS**

- \_\_\_\_\_ One (1) original Letter of Submittal and Certifications and Assurances was submitted with the Consultant's proposal. Letter of Submittal and Certifications and Assurances were signed by a person authorized to legally obligate the Consultant.
- \_\_\_\_\_ 4 separately-bound copies of the proposal were submitted.
- \_\_\_\_\_ Proposal was submitted on or before 4:00 p.m. on September 21, 2007.
- \_\_\_\_\_ The Consultant is licensed to do business in the State of Washington.
- \_\_\_\_\_ At a minimum, the proposal clearly demonstrates that any proposed Consultant Team Member:
  - Has a two year college degree in criminal justice, law enforcement, statistical analysis or a related field (two years experience as a criminal intelligence analyst or as a commissioned law enforcement officer may substitute for each year of college);
  - Has two years work experience in national security or criminal intelligence analysis, or five years work experience as a commissioned law enforcement officer; and
  - Is proficient in the use of Microsoft Office Suite.
- \_\_\_\_\_ Will be trained in i2's Analyst Notebook application and Penlink no later than 120 days from contract execution
- \_\_\_\_\_ The proposal clearly demonstrates that any proposed Consultant Team Member has two years work experience in national security or criminal intelligence analysis; or five years work experience as a commissioned law enforcement officer.
- \_\_\_\_\_ The hourly reimbursement rate for proposed Consultant Team Members does not exceed \$50.00.
- \_\_\_\_\_ The proposal contains a Waiver and Authorization to Release Information form for every Consultant Team Member proposed for work. The form is signed by each respective proposed Consultant Team Member.
- \_\_\_\_\_ Proposal provided 90 days for acceptance of its terms from the due date of proposals.

**QUOTATION**

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFQQ. However, Consultants are encouraged to submit proposals which are consistent with State government efforts to conserve state resources.

**A. Identification of Costs (SCORED)**

Identify the hourly reimbursement rate for proposed Consultant Team Members for services through June 30, 2008; and each of the two optional years of a contract resulting from this RFQQ. If the hourly rate differs for each individual, please identify the specific rate for each proposed Consultant Team Member.

WSP will accept proposals for hourly rates up to \$50.00; WSP shall reject any proposal that proposes rates in excess of \$50.00 per hour.

Hourly rate for services: \$\_\_\_\_\_

**B. Basis for Determining Rates.**

1. The hourly rate must include all costs associated with providing services, including Consultant Team Member salary and benefits, industrial insurance, and federal and state taxes.
2. You should base your hourly rate on providing services at a maximum of forty (40) hours per work week.
3. The worksite, office supplies, personal computer, and communications shall be provided to the Contractor. Any such goods and/or services shall remain the property of WSP.
4. All costs associated with training for i2's Analyst Notebook application, Penlink and Microsoft Office Suite are solely the responsibility of the Consultant.
5. When services are required by WSP at locations other than the Consultant Team Members worksite, WSP will reimburse Contractors for authorized lodging, subsistence and business vehicle mileage costs at current State of Washington approved reimbursement rates. These rates are published in the State Accounting and Administrative Manual (SAAM). This manual is available at the Office of Financial Management's SAAM website:  
<http://www.ofm.wa.gov/policy/saamintro.htm>.

- B. Computation.** The score for the cost proposal will be computed by dividing the lowest average hourly rate received by the Consultant's average hourly rate. Then the resultant number will be multiplied by the maximum possible points for the cost section.